

OFFICE OF THE POLICE AND CRIME COMMISSIONER	
DECISION NO: PCCG-2016-039	
LEAD CHIEF OFFICER:	Nigel Stephens – Assistant Chief Officer
TITLE:	Provision of a Business Rates Appeal Services and Property Valuation and Disposal Services
DATE:	21 March 2016
TIMING:	Urgent
PURPOSE:	Approval
1.	<u>RECOMMENDATION</u>
1.1	It is recommended that a Delivery Agreement is signed with Faithful and Gould for the provision of Business Rates Appeal Services and Property Valuation and Disposal Services in accordance with paragraph 66 (c) of the Manual of Governance.
1.2	The contract is to be awarded for three (3) years.
2.	<u>INTRODUCTION & BACKGROUND</u>
2.1	Gwent Police have a requirement for (i) Business Rate Appeals Services and (ii) Property Valuation and Disposal Services. These services have been provided in the past through two separate contracts. These contracts have now expired, but there is a continued requirement for these services.
2.2	The SCAPE National Asset Management, Surveying and Design Services Framework (AMSandDS) was identified as a suitable and compliant route to market for these services. The single supplier Faithful & Gould (F&G) has utilised appropriate approved suppliers from its Tier 1 and Tier 2 supply chain to obtain task specific quotes against the Police and Crime Commissioner's (PCC) specification to ensure value for money is obtained.
3.	<u>ISSUES FOR CONSIDERATION</u>
3.1	In order to utilise the SCAPE AMSandDS framework, an Access Agreement was signed by the PCC. A Senior Procurement Officer working with the Head of Estates then developed Specifications and evaluation criteria for each requirement, which F&G then issued to its approved supply chain for each requirement.
3.3	F&G then evaluated all responses, the high level breakdowns of which are shown below; <ul style="list-style-type: none"> • Business Rates Appeal Services:

Five suppliers were invited to tender, and two responses were received.

Description	Tenderer A	Tenderer B
Weighted Score Price (80%)	80	42.11
Weighted Score Quality (20%)	17.2	16.8
Total Weighted Score	97.2	58.91

- **Property Valuation and disposal Services:**

Six suppliers were invited to tender, and five responses were received.

Description	Tenderer A	Tenderer B	Tenderer C	Tenderer D	Tenderer E
Weighted Score Price (80%)	80	76.54	69.33	69.33	54.74
Weighted Score Quality (20%)	17.2	17	17.6	16	17
Total Weighted Score	97.2	93.54	86.93	85.33	71.74

3.4 A full tender report for each service is attached at Annex 1 & 2 (*Not for publication*).

3.5 F&G then provided the highest scoring tender response for each service for the Senior Procurement Officer and Head of Estates to review.

4. **NEXT STEPS**

4.1 On approval of the report, the Delivery Agreement with F&G will need to be signed. This is attached at Annex 3 (*Not for publication*). The PCC will then be able to immediately utilise the services of the highest scoring; Tenderer A for Business Rates Appeal Services and Tenderer A for Property Valuation and Disposal Services initiated via a Task Order form for each piece of work sent directly to F&G.

5. **FINANCIAL CONSIDERATIONS**

5.1 **Business Rates Appeals;**

The charge for Business Rates Appeals services is a percentage of any saving between the original evaluation and the revised evaluation after the appeal. This percentage rate has been reviewed against the previous and current tender submissions and is competitive. It is however very difficult to predict the spend on such services before the new valuations have been given and the properties have been examined by the successful contractor to assess suitability for appeal. As any fee charged will be as a result of a saving achieved, there will be no additional costs to the Commissioner.

5.2 **Property Valuation and Disposal Services;**

The charge to the Commissioner for Property Valuation and Disposal Services is a percentage of the price achieved for the sale of the property. This percentage rate has been reviewed against the previous and current tender submissions and is competitive. It is estimated that over the term of the contract the spend on such services will be approximately £71k, however should the Estates strategy change, then this anticipated spend

	will also change.
5.2	A full breakdown of submitted rates can be seen in Annex 1&2.
6.	<u>PERSONNEL CONSIDERATIONS</u>
6.1	There are no personnel considerations related to this contract.
7.	<u>LEGAL IMPLICATIONS</u>
7.1	This report has been submitted in line with the Public Contracts Regulations 2015 and the Manual of Governance.
8.	<u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u>
8.1	This project/proposal has been considered against the general duty to promote equality, as stipulated under the Single Equality Scheme and has been assessed not to discriminate against any particular group.
8.2	In preparing this report, consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998.
9.	<u>RISK</u>
9.1	It is essential that this contract is awarded as soon as possible to enable the following; <ul style="list-style-type: none"> • The contractor for Business Rates Appeals Services to become fully knowledgeable about the whole Police and Crime Commissioner for Gwent estate to enable quick appeals of business rates following the re-evaluation of such rates in April 2017; • The implementation of part of the Estates Strategy, namely the sale of buildings no longer required by a contractor that has proven experience in the same.
9.2	As there is currently no contract in place for Business Rates Appeals Services or Property Valuation and Disposal Services, the Police and Crime Commissioner for Gwent is unable to begin the sale of properties approved for sale, or to prepare for the Business Rate Appeal process. Both services will achieve savings for the Police and Crime Commissioner for Gwent, therefore an effective contract for each is required.
10.	<u>PUBLIC INTEREST</u>
10.1	Following approval of this report by the Commissioner, this document will be made available to the public excluding the Annexes.
11.	<u>CONTACT OFFICER</u>
11.1	Natalie Noble, Senior Procurement Officer
12.	<u>ANNEXES</u>

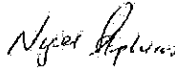

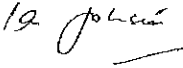
12.1	Annex 1 - Separate attachment named " <i>Annex 1 - Cooke Arkwright Response of Delivery Agreement</i> " - <i>Not for publication</i>
12.2	Annex 2 - Separate attachment named <i>Annex 2 - Savills Response of Delivery Agreement - Not for publication</i>
12.3	Annex 3 - Separate attachment named <i>Annex 3 - Police and Crime Commissioner for Gwent Delivery Agreement final</i> Requires Signature - <i>Not for publication</i>

Public Access to Information

Information in this submission is subject to the Freedom of Information Act 2000 (FOIA) and other legislation. This submission will be made available on the OPCC website following consideration by the Police and Crime Commissioner.

Are you satisfied that the contents and observations made are necessary and suitable for the public domain?	
In producing this submission, has consideration been given to 'public confidence'?	
If you consider that this submission should be exempt from the public domain, please state the reasons.	

For OPCC use only

Office of the Chief Constable	
I confirm that the Provision of Business Rates Appeal Services and Property Valuation and Disposal Services report has been discussed and approved at a formal Chief Officers' meeting. It is now forwarded to the OPCC for approval .	
Signature: 	
Date: 27/05/16	
	Tick to confirm (if applicable)
Financial The Chief Finance Officer has been consulted on this proposal.	✓
OPCC The Chief of Staff has reviewed the request and is satisfied that it is correct and consistent with the PCC's plans and priorities.	✓
Legal The legal team have been consulted on this proposal.	N/A
Equalities The Equalities Officer has been consulted on this proposal.	N/A
Chief of Staff: I have been consulted about the proposal and can confirm that financial, legal, equalities etc... advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate report to be submitted to the Police and Crime Commissioner for Gwent.	
Signature: 	
Date: 09/05/16	
Police and Crime Commissioner for Gwent	
I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct. The above request has my approval.	
Signature: 	
Date: 09/05/16	